

(602) 506-3244 / FAX (602) 258-1573

LEGAL NAME OF ORGANIZATION / INDIVIDUAL		DOING BUSINESS AS (IF APPLICABLE)	
CORPORATE ADDRESS		CITY	STATE ZIP
LOCAL STREET ADDRESS (if different from above)		CITY	STATE ZIP
REMITTANCE ADDRESS: (if different from above)		CITY	STATE ZIP
PURCHASE ORDER ADDRESS: (if different from above)		CITY	STATE ZIP
NAME OF CONTACT PERSON		PHONE: ( ) EXT.	
		FAX : ( ) EXT.	
EMAIL (Enter complete address, for example: johndoe@pdq.com )		WEB ADDRESS (URL) http://	
FEDERAL EMPLOYER'S ID. NO. (Please enter number with no dashes or spaces)		OR	SOCIAL SECURITY NO. (Please enter number with no dashes or spaces)
ARE PAYEES EXEMPT FROM BACKUP WITHHOLDING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DO YOU SUPPLY MEDICAL SERVICES OR PRODUCTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DEALER	<input type="checkbox"/>	MANUFACTURER	<input type="checkbox"/>	FACTORY REP	<input type="checkbox"/>	JOBBER	<input type="checkbox"/>	RETAILER	<input type="checkbox"/>
COMMODITY	<input type="checkbox"/>	SERVICE FIRM	<input type="checkbox"/>	DISTRIBUTOR	<input type="checkbox"/>	WHOLESALER	<input type="checkbox"/>	PUBLISHER	<input type="checkbox"/>

INDIVIDUAL <input type="checkbox"/>	PARTNERSHIP <input type="checkbox"/>	CORPORATION <input type="checkbox"/>	MINORITY BUSINESS <input type="checkbox"/>
SMALL BUSINESS <input type="checkbox"/>	NON-PROFIT ORG. <input type="checkbox"/>	WOMEN-OWNED BUSINESS <input type="checkbox"/>	PROFESSIONAL CORP. <input type="checkbox"/>

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1.	I AM DULY AUTHORIZED TO CERTIFY THE INFORMATION REQUESTED HEREIN.	4.	MY ORGANIZATION SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF SOLICITATION AND CONTRACTUAL DOCUMENTS, REGULATIONS AND LAWS, AND POLICIES AND PROCEDURES SET FORTH IN THE MARICOPA COUNTY PROCUREMENT CODE APPLICABLE TO THE TYPE OF PROCUREMENT (SERVICE OR COMMODITY).
2.	TO THE BEST OF MY KNOWLEDGE, THE ELEMENTS OF THE INFORMATION PROVIDED HEREIN ARE ACCURATE AND TRUE AS OF THIS DATE.	5.	FILING OF A REGISTRATION APPLICATION SUPPLIES INFORMATION ONLY & DOES NOT CONSTITUTE AN ASSUMED OBLIGATION BY MARICOPA COUNTY TO GUARANTEE CONTRACTUAL AWARDS OR AGREEMENTS TO THIS ORGANIZATION
3.	MY ORGANIZATION WILL COMPLY WITH ALL STATE STATUTES AND FEDERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS AND CONDITIONS OF EMPLOYMENT IN ACCORDANCE WITH A.R.S. TITLE 41, CHAPTER 9, ARTICLE 4 AND EXECUTIVE ORDER NUMBER 75-5 DATED APRIL 28, 1975.		
6.	MARICOPA COUNTY INTENDS TO USE YOUR FEDERAL TAX IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER AS YOUR VENDOR IDENTIFICATION NUMBER WITH THE COUNTY. YOU HAVE THE RIGHT TO REFUSE TO PROVIDE YOUR SOCIAL SECURITY NUMBER OR TO REQUEST THAT IT NOT BE DISCLOSED. IF YOU DO NOT WISH TO HAVE YOUR SOCIAL SECURITY NUMBER DISCLOSED, PLEASE SO INDICATE BY CHECKING THE APPROPRIATE BOX. IF NEITHER BOX IS CHECKED, THE COUNTY WILL ASSUME THAT PERMISSION IS GRANTED TO MAKE DISCLOSURE.		

PRINTED OR TYPED NAME	TITLE
SIGNATURE	DATE

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do NOT  
send to the IRS.

Please print or type

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ .....

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

## Part I Taxpayer Identification Number (TIN)

List account number(s) here (optional)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number

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OR

Employer identification number

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**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

## Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

## Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign  
Here

Signature ▶

Date ▶

**Purpose of form.** A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS **prefers** you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons **must** use an appropriate Form W-8.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** You must enter your **individual** name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the **business name** line.

**Other entities.** Enter your business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or "doing business as" name on the business name line.

### Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

**Note:** Writing "Applied For" means that you have already applied for a TIN **OR** that you intend to apply for one soon.

### Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed Form W-8 (certification of foreign status).

### Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to

persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



## VENDOR REGISTRATION APPLICATIONS INSTRUCTIONS

Vendors interested in participating in Maricopa County's contracting opportunities must complete the Vendor Registration Application before they can be added to the central vendor listing, or receive payment for services rendered to Maricopa County. When completing the Vendor Registration Application, **please be sure, as well, to complete the Internal Revenue Service Form W-9**, Request for Taxpayer Identification Number and Certification. Return Form W-9 with your completed Vendor Registration Application. Please provide all the information requested on both the Vendor Registration Application and W-9 form.

- **Legal Name of Organization/Individual** This is the full name of your company, corporation, or of the owner, or other name by which the company is identified by the Internal Revenue Service.
- **Doing Business As (DBA)** The name under which the company does business if different from the Legal Name of Organization/Individual.
- **Corporate Address** The address of the main headquarters of your organization. In order to receive correspondence in a timely manner, please provide your complete address. Please include any suite number or other identifier to insure correct delivery.
- **Local Street Address** Include if different from the corporate address.
- **Remittance Address** The complete address to which remittances are to be sent, if different from the addresses shown above.
- **Purchase Order Address** The complete address to which you wish to have all purchase orders sent if different from the addresses shown above.
- **Name of Contact Person** The name of a person within your organization who will act at the point of contact between Maricopa County and your company.
- **Phone Number** The phone number of the Contact Person shown below, including the area code.
- **FAX Phone** The number of the facsimile machine where you can receive information and documents. Be sure to include the appropriate area code.
- **Email Address** If available, please leave the complete address, for example [johndoe@bestnet.com](mailto: johndoe@bestnet.com)
- **Web Address (URL)** If your organization has a web site, please enter the address.
- **Federal Employer's Identification Number** This is your organization's Federal Tax Identification Number. If you do not have this, please provide your Social Security Number in the appropriate space. If you provide this number, this becomes your vendor number with Maricopa County.
- **Social Security Number** If you do not have a Federal Tax Identification Number, Maricopa County will use your Social Security Number instead. If you request, by marking the appropriate space at the bottom of the Vendor Registration Application, your Social Security Number will be encrypted to protect your privacy. Please indicate whether you wish to have your Social Security Number encrypted if you are providing this number as your vendor number. If you provide this number, this becomes your vendor number with Maricopa County.
- **Primary Business Type** Please review these and check all that apply.
- **Ownership Status** Please review these and check all that apply.
- **Commodity Codes** Maricopa County has assigned codes to the major categories of commodities and services it purchases. The commodity codes you provide will be attached to your application. When a requirement for a commodity or service arises, a search of the vendor list is conducted using the appropriate commodity code. The search produces a list of vendors who have registered with that code. That list becomes our vendor notification list for procurements. A list of commodity codes is available on the web page where you acquired this application. Please review this list and include in the spaces provided all codes that apply to your organization.

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- **Finally...** Please carefully read the Applicant Certification area so you fully understand the conditions to which you are agreeing when registering as a vendor with Maricopa County. Please type or print the name and title of the person who will sign the application. This person must be someone who is legally able to bind your organization contractually. The designated individual then must sign and date the document.
  - Maricopa County only requires that the completed Vendor Registration Application and Internal Revenue Service Form W-9 be returned. These can be mailed to the Department of Materials Management or faxed to the number shown at the top of the Vendor Registration Application. Please make sure that you retain a copy these documents for your files.
  - Thank you for your interest in doing business with Maricopa County. If you have any questions, please contact us at (602) 506-3967 or on the internet at <http://www.maricopa.gov/materials>.